

How to Type Smiley or Emoji Characters (iOS 5 & 6)

Now you don't need to rely on third party software to type smiley or emoji characters as the iOS 5 and 6 include a built-in Emoji keyboard.

To type a smiley or emoji character, tap the "International" key on the keyboard (or touch and hold the key, then slide to Emoji), a plethora of emoji characters are then at your fingertips.



On my device upgraded to the iOS 6, the Emoji keyboard is enabled by default. In the iOS 5, you can enable it in a few steps:

1. Go to Settings > General > Keyboard.
2. Tap "International Keyboards" and "Add New Keyboard..."
3. Select "Emoji".

How to Use a Keyboard Shortcut (iOS 5 & 6)

Need to type and re-type certain phrases over and over again? Then why not use a keyboard shortcut so that you type faster and it saves your time. This feature is available in iOS 5 and 6, and you can set a keyboard shortcut easily.

1. Go to Settings > General > Keyboard.
2. Tap "Add New Shortcut..."
3. Enter a phrase, e.g. [in my opinion](#)
4. Enter a shortcut, e.g. [imo](#)
5. Tap "Save".

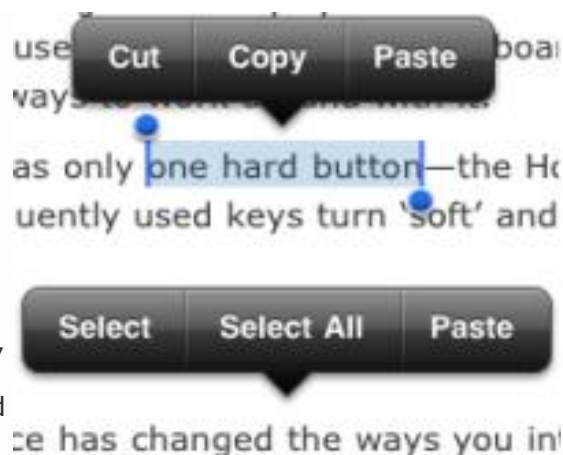
The next time you type a shortcut, e.g. imo, the system will suggest to expand it to a phrase that you've set.

How to Cut, Copy and Paste

This looks simple but can be tricky sometimes when you use different apps. In general, these steps can be used in Mail or some other apps:

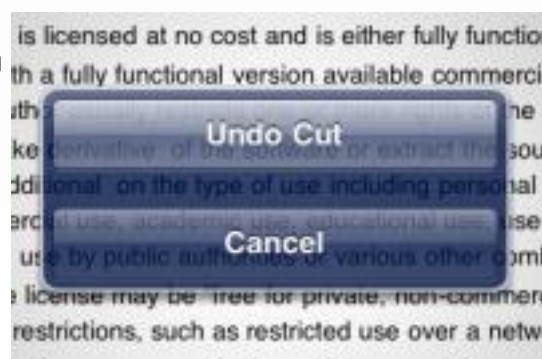
1. Double-tap to select a word, or tap once with two fingers to select a paragraph. (Note)
2. Drag the handles to adjust the area if needed, then select Cut or Copy.
3. Tap an insert point then tap the cursor, or more directly, touch and hold an insert point.
4. Select Paste.

Note: Step 1 doesn't work in a browser like Safari since "double-tap" has been used to enlarge a webpage. Instead, use "touch and hold" to copy text or an image. If "touch and hold" shows a block on a certain webpage, try "tap and touch-and-hold".



How to Undo and Redo by Shaking

When you accidentally cut away some text and need to undo your last action using such apps as Mail or Notes, you can tap the Undo key on the Number keyboard. To redo, switch to the Symbol keyboard, then tap the Redo key. As an alternative, you can also shake your device to undo and redo, like this:



1. After deleting some text, hold your iPad firmly with your both hands and give it a quick shake, and the Undo button (*like the screenshot*) slides in for you to undo.
2. To redo, shake it again, but don't drop your iPad!

How to Turn Off Auto-Correction

When you're typing through, the system checks your spelling and suggests a word. Unless you've rejected it by tapping the x button, the suggested word overwrites your word when you finish typing it followed by a space, punctuation mark or return character. If you feel that's annoying, you can turn off Auto-Correction.

1. Open the app Settings and select "General" on the left panel.
2. Select "Keyboard" on the right panel.
3. Turn off "Auto-Correction".

Note: As an alternative, you can opt for an audio alert whenever the system suggests a word using the "Auto-Correction". To do so, go to Settings > General > Accessibility, and turn on "Speak Auto-text".

The term *freeware* was
coined by Andrew
Fluegel when he wanted
Fluegelhorn x
to send communications
program named PC-Talk that

How to Split, Merge, Dock and Undock a Keyboard (iOS 5 & 6)

If you're holding your iPad with both hands and you know how hard it is to thumb type either in a portrait or landscape view. The good news is that the iOS 5 or 6 gives you an option to split and undock a keyboard.


- Touch and hold the "Keyboard" key, choose an option to split or undock a keyboard, and do the same to merge or dock it.
- Or use two fingers to unpinch the keyboard to split it, and pinch to merge it.





How to Edit Bookmarks and Folders in Safari

Just like most browsers, the app Safari allows you to add bookmarks and folders easily for getting to the websites fast when browsing.


Add a bookmark

1. On the page you like to bookmark, tap the Action button  and select "Add Bookmark".
2. Change the bookmark title if needed.
3. Tick a bookmark folder, for example "Bookmarks Bar" if needed, and tap "Save".

Add a bookmark folder

1. Tap the Bookmark button , and select "Bookmarks Bar" if you wish to add a folder under it.
2. Tap "Edit", then "New Folder" and give a title.
3. Re-order items, if any, by dragging the Sort button  and tap "Done" to finish.

Remove a bookmark / folder

1. Tap the Bookmark button , and browse to a folder when needed.
2. Tap the Edit button, then tap the minus sign on the item to remove.
3. Press "Delete" to confirm and tap "Done" to finish.

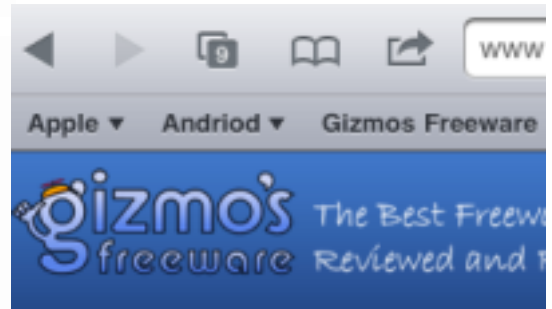


How to Enable Bookmarks Bar in Safari

Safari doesn't display the Bookmarks Bar by default. You can enable it in just a few steps:


1. Open the app Settings.
2. Select "Safari" on the left panel.
3. Turn on "Always Show Bookmarks Bar" on the right panel.

You will then see the Bookmarks Bar shown right below the Address bar in Safari. Though it takes up a small space on your iPad screen, but you can easily see your bookmarks and access them more directly.



How to Add a Web Clip Icon to Home Screen

If you frequently visit a web page, you can tap a web clip icon on your home screen and quickly access the page without the need to touch the Safari icon. This web clip icon can be added to your home screen easily:

1. On the page you often visit, tap the Action button  in Safari.
2. Select "Add to Home Screen" and a web clip icon appears.
3. Edit the page title if necessary, then tap the "Add" button.

Next time you visit the same web page, just tap the web clip icon on your home screen. Some websites including Gizmo's Freeware have a web clip icon which has been customized for you (see the screenshot).

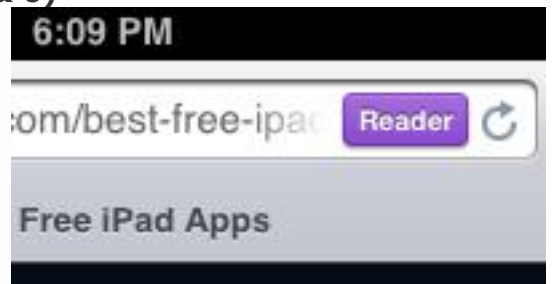


How to Read a Webpage with Safari Reader (iOS 5 & 6)

While you read a web page in a browser, you can either double tap or unpinch a page to enlarge the size for ease of reading.

Safari browser takes a step further by taking the ads or other clutter out of a web page. It automatically detects a web page with substantial text, such as online articles, and presents you with a Reader button at the address bar.

Tap the Reader button when it appears and you can read or even email the articles in a clean layout without ads or other distractions, re-tap the button and you're back to the original page.



How to Setup Mail Accounts and Sync Options

The iPad allows for adding multiple mail accounts including GMail, iCloud (in iOS 5 & 6), Exchange, Yahoo, Hotmail and others. To set up a mail account is straightforward especially for this example, GMail.

1. Open the app Settings and select "Mail, Contacts, Calendars" on the left panel.
2. Tap "Add Account...", select GMail, then enter name, address and password.
3. Tap "Next" for verifying.
4. Leave the sync settings "On" for Mail, Calendars and Notes, tap "Save" to finish.

After this setting, you can then open the app Mail to send emails and read incoming mails, check and edit entries in the apps Notes and Calendar, which are automatically synced with your GMail account over the air.

How to Change a Mail Signature

Each time you send out an email using the Mail app, it adds a signature "Sent from my iPad". If you dislike this signature, clear or replace it with your own.

1. Open Settings, select "Mail, Contacts, Calendars", and tap "Signature" on the right panel.
2. Clear the signature "Sent from my iPad", or replace it with your signature or name.
3. Tap the "Mail, Contacts..." button when done.

To:

Cc/Bcc:

Subject:

|

Sent from my iPad

How to Send Instant Messages (iOS 5 & 6)

Becoming a competitor to BlackBerry Messenger, iMessages developed by Apple gives you a real-time instant messaging service via Wi-Fi or 3G for all iOS 5 and iOS 6 users. To use this service and send an instant message from your iPad is pretty straightforward.

1. Tap the Messages app icon.
2. Tap the plus sign and add a contact, who will be identified by the service if running the same app.
3. Add text, photos or videos and tap the Send button.

The service supports group messaging, tracking with delivery receipts and encryption of messages.

How to Use Reminders (iOS 5 & 6)

The iOS 5 and 6 add a Reminders app to your iPad so that you can set up a task or reminder easily.

To add a task or reminder

1. Tap the "Date" button and select a date from the calendar.
2. Tap the plus sign, enter a task name and press the return key.
3. Adjust details such as date/time to remind, repeat, priority, list and notes by tapping a task item and tap "Done" when finished.

To add and adjust lists

1. Tap the "Edit" button.
2. Tap "Create New List..." to add a list, tap the minus sign to remove it, or drag a "Sort" button to reorder lists.

Reminder items appear in the [Notification Center](#) depending on your settings from Settings > Notifications > Reminders.